

**JOB POSTING**

**Connecticut Mental Health Center  
Utilization Review Nurse – CM 102342  
\* EMPLOYMENT OPPORTUNITY \* - OPEN TO THE PUBLIC**

**PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.**

**Location:** 34 Park Street, New Haven, CT 06519

**Program/Unit:** CMHC – Office of Care Management – Utilization Review

**Shift/Schedule/Hours:** 1st Shift / Monday – Friday; 8:30 AM to 4:00 PM **Salary:** \$53,143.00

**Posting Date:** August 10, 2012

**Closing Date:** August 16, 2012

**Duties may include but not limited to:** Reviewing the documentation for medical necessity, active treatment, billing of services and length of stay; assisting with the telephonic authorization and/or reauthorization of inpatient treatment necessary for reimbursement. Furthermore, this position will assist in the auditing of outpatient clinical documentation in the Medical Record to ensure compliance with regulatory agency requirements and internal policy and procedures. This information is necessary to maintain the integrity of billing data to enhance revenue generation. Will perform related duties as required.

**General Experience and Training:** Three (3) years of experience as a Registered Professional Nurse

**Special Experience and Training:**

- ☐ One (1) year of the General Experience must have been in hospital or institutional nursing, in a medical treatment facility, in rehabilitative or occupational nursing or providing medical review of insurance claims.
- ☐ Must possess and retain a valid motor vehicle operator's license.
- ☐ Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut.

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and training may apply.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:**

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

**DMHAS – Connecticut Mental Health Center**  
Robert Paolitto, Human Resource Specialist, (203) 974-7634  
34 Park Street, New Haven, CT 06519  
**Fax : (203) 974-7637**  
**Email : Robert.Paolitto@po.state.ct.us**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. **(P-1)**